

Pearson Inform

Score Entry for Students Not Assigned To You

Step-By-Step Guide

These directions are for situations where you want to enter scores for students not assigned specifically to you.

Overall Tip:

- Make sure **pearsoninform.com** is an exception for your pop-up blocker.

Step-by-Step Directions:

- 1) Go to <http://mansfieldct.org/inform> and login.

Registered User - Log In

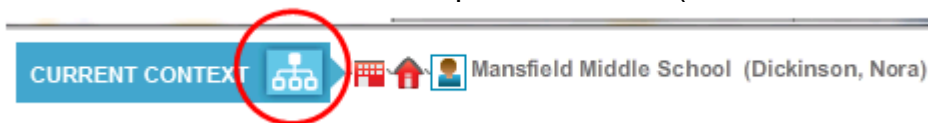
Username:

Password:

[Email my password](#)

(It is the same as your school computer username & password.)

- 2) Click the “Context” icon at the top of the screen (see red circled icon in screenshot below).



You will then see a window on the left where you can navigate to the list of teachers currently in each school:

Context Navigator

1 of 1 Mansfield Public SD

- ▼ Mansfield Public SD
 - ▶ Dorothy C. Goodwin School
 - ▶ Annie E. Vinton School
 - ▼ Southeast Elementary School
 - ▶ Courses
 - ▼ Teachers
 - ▶ Anger, Karen
 - ▶ Brennan, Julie
 - ▶ Brown, Monique
 - ▶ Cackowski, Lisa

Records Per Page: 28 Record: Total Records: 19

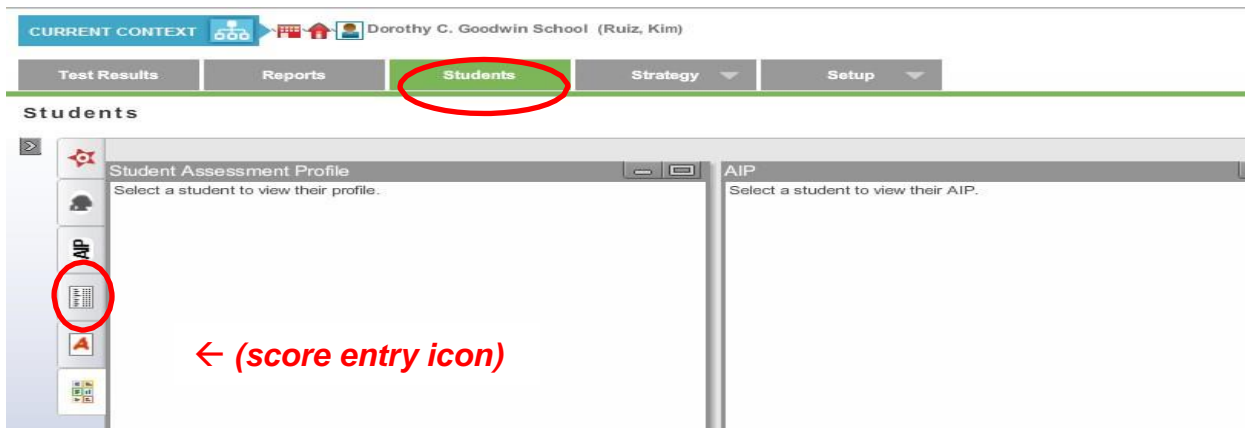
	Teacher Name	All Courses
1	Anger, Karen	Art 1, Art K, Art 2, Art 3, Art 4
2	Brennan, Julie	Homeroom K
3	Brown, Monique	Homeroom K
4	Cackowski, Lisa	Homeroom 3
5	Carr, Joan	Music pK, Music 1, Music 2, Music 3, Music 4, Music K
6	Devecchis, Mary	Homeroom 2
7	Harakaly, Holly	Homeroom pK
8	Hathway, Cheryl	Homeroom 1
9	Hendricks, James	Homeroom 3
10	Hutton, Diane	Spanish 3, Spanish 4, Spanish 2

[Directions continued on next page...]

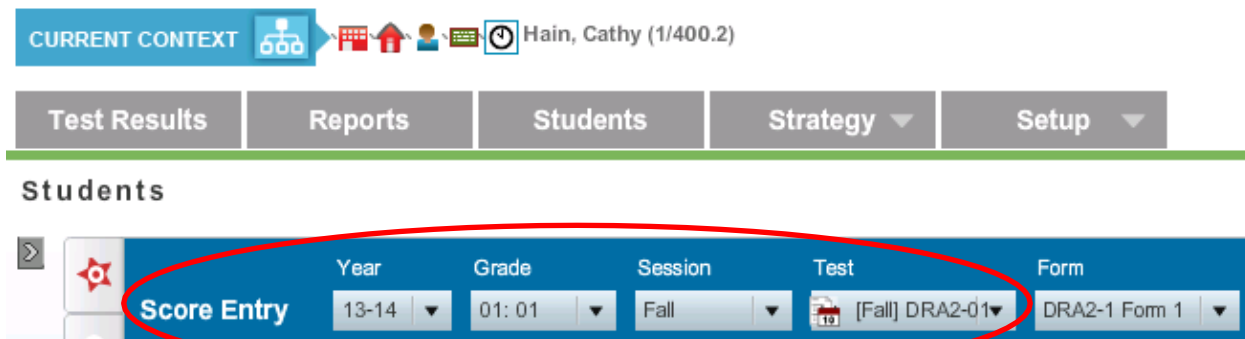
In order to enter scores for students, you need to pick a teacher **currently** assigned to those students. Here are some potential scenarios:

- Scenario: A grade level teacher at your school is unexpectedly absent and you are going to enter her scores for her **current** students. For this scenario, simply double click on the name of that teacher.
- Scenario: You want to enter scores for students **currently** from one elementary school assigned to different classes. For this scenario, simply double click on the name of the Physical Education teacher and you will get all of the students currently in that school.
- Scenario: You want to enter scores for students from a test taken last school year at an elementary school. For this scenario, simply double click on the name of the Physical Education teacher and you will get all of the students currently in that school. BUT, if some of those students were in 4th grade last year, then you'll need to pick teachers at the Middle School since the students are no longer currently at the elementary school.

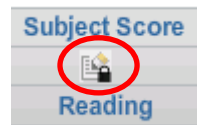
3) Click on the STUDENTS TAB (see below), and then click the score entry icon (see below).



4) Pick the year, grade level, and the test you want to enter.



- 5) Click the **pencil icon** under the title for the score column and then enter in the scores.
If a student didn't take the test, then leave the score blank.



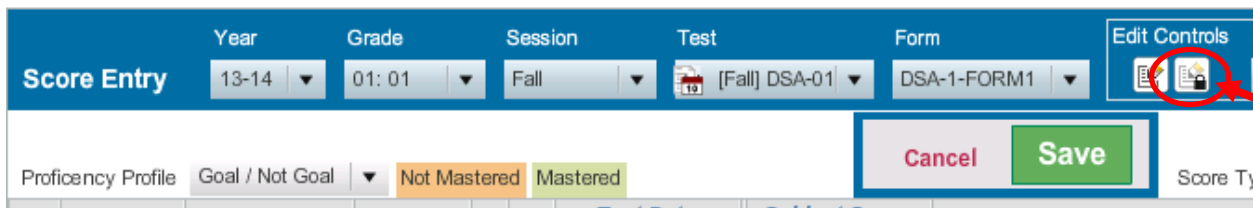
← Click pencil icon to unlock

Most assessments have just one score that you enter into the system; if you happen to be entering in an assessment that requires you to input multiple scores (for example, the "P.A.S.T." reading assessment), you'll see multiple columns to enter in scores.

➔ **REMEMBER** to click the "save" button every few minutes to be sure you don't lose anything if your connection times out. This is important!



- 6) When done with your first test, click the "save" button one last time and then click the "lock" icon.



- 7) Now you're done! You can click on the TEST RESULTS TAB to look at scores.

<div> <div>Test Results</div> <div>Reports</div> <div>Students</div> <div>Strategy</div> <div>Setup</div> </div>										
Test Results by Student: Test: [Fall 12-13] Read DSA-02 Proficiency: All										
<div> <div>Test Results</div> <div>Test Results by Student</div> </div>										
<div> <div>Selected Items: 0</div> <div></div> </div>										
	Student Id	Student	Grade	School (Current)	[Fall 12-13] Read DSA-02	CT_ELL	CT_Gift ed_Ta...	CT_Spe c_Ed	CT_I	
	Search Student Id...	Search Students...		Unfiltered	Raw Score					
1	10053	Br	2	Southeast Elementary School	19	N	01	N		
2	10160	Bu	2	Southeast Elementary School	7	N	01	N		
3	10596	Co	2	Southeast Elementary School	5	N	01	N		
4	10403	Fi	2	Southeast Elementary School	0	N	01	N		
5	5421	Ja	2	Southeast Elementary School	20	N	01	N		
6	10172	Ma	2	Southeast Elementary School	5	N	01	N		
7	10520	Ot	2	Southeast Elementary School	3	N	01	N		
8	10174	C	2	Southeast Elementary School	22	N	01	N		